

MEMORANDUM

To: Kamie Willis
Litigation Assistant
Department of Law
Opinions, Appeals, & Ethics Section

DATE:

FILE NO.:

TELEPHONE NO.: (907)

FROM:

SUBJECT: Executive Branch Ethics Act,
AS 39.52 Quarterly Report
[INSERT QUARTERLY
DATE RANGE]

******SAMPLE LANGUAGE – PLEASE COPY ONLY THE PARTS THAT
APPLY ONTO YOUR BOARD OR COMMISSION’S LETTERHEAD ******

As designated ethics supervisor and chair [executive director] for the _____, I wish to advise you that I have received no notifications of potential violations or requests for ethics determinations under the Ethics Act (AS 39.52) and have made no written determinations for this quarter.

OR

As designated ethics supervisor and chair [executive director] for the _____, I have received ____ notification(s) of a potential violation and ____ requests for ethics determinations under the Ethics Act (AS 39.52) I have attached a copy of the notices and requests along with my written determination(s) for review by the attorney general. I did [did not] receive an advisory opinion from the Attorney General.

AND

Except as addressed above, no other [board member] [commissioner] disclosed a potential conflict of interest at a recorded public meeting during this quarter.

OR

In addition to the above, at the [date] meeting, [Board member] [Commissioner] _____ disclosed a potential conflict with respect to _____[*insert brief description*]_____. *Insert disposition:* [S/He refrained from participation.] *or* [I determined s/he could [could not] participate.] *or* [The Board [Commission] members voted to permit [not to permit] participation.]